

LIBRARIAN II

DEFINITION

To perform the full range of professional library work in the City libraries including reference services, materials selection, children's and young adult services, readers' guidance, cataloging, computers and community programs, among others; to assist the general public by responding to questions in person, over the telephone, and electronic mail; to provide staff training and supervision as needed; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Librarian series and it is distinguished from the Librarian I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise including involvement in more complex library services and tasks requiring a more thorough knowledge of reference sources and research techniques. Positions in this class are flexibly staffed and are normally filled by advancement from the level I or by outside candidates having prior experience

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Librarian; provides technical and/or functional supervision to assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Develop material resources in assigned subject areas using computer-generated reports, professional journals and bibliographies, develop statistical measurements, administer designated materials budget, and deselect resources when appropriate.

Apply knowledge of professional established principles and practices cataloging.

Schedule staff and designate daily assignments to have all public service desks covered.

Evaluate the impact of new and revised programs and procedures on departmental units.

Perform community outreach to promote and increase public participation and use of library services. Speaks to schools and community groups regarding library services and resources.

Develop and coordinate programs for the community; plan, organize and present various library programs.

Research, write and administer grant proposals.

Supervise, train and evaluate subordinates including volunteers and interns.
Perform minor computer trouble-shooting.

Provide reference service and instruction to library guests of all ages using print, media, and computer resources; and answer questions from the public in person, over the telephone, and electronic mail.

Assist the public in making most effective use of library facilities; ensure guests follow library policies and procedures.

Plan and deliver children, youth and adult library programs; conduct library tours.

Instruct guests on the use of the Internet, computer applications, and other library services; and resolve general complaints.

Compile lists and bibliographies; review books and make recommendations for their purchase.

Stay abreast of new trends and innovations in the field of library science and services.

Responsible for library operations in the absence of senior staff, including evenings and weekends; maintain order, quiet, and safety in the library as needed.

Attend conferences of professional organizations and serve on committees.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of library services, organization, and procedures.

Research techniques using print, automated library systems, databases and the Internet.

Principles and practices of training, supervision and evaluation.

Books, authors, and reference sources in a variety of subject areas.

Reference sources, cataloging techniques, and Dewey decimal system.

Pertinent Federal, State and local laws, codes and regulations, and City Library policies.

Public relations and methods for promoting library services and programs.

Budgeting and needs assessments techniques, and statistical reporting.

Computer equipment and software applications related to assignment.

Rules of English grammar and spelling.

Ability to:

Assess the needs of library guests and provide accurate reference information.

Supervise, train, schedule and evaluate assigned staff.

Read and interpret instructions, library rules regulations and city policies.

Prioritize and coordinate several work activities; research, organize, and maintain accurate office files.

Use automated library systems, databases and Internet search tools.

Locate and evaluate sources of information on library materials; search, evaluate, interpret and explain information.

Read and interpret instructions, library rules, regulations, and policies.

Read, interpret, and apply bibliographic standards, and narrative and statistical data.

Interpret and apply pertinent federal, state and local policies, procedures, laws, codes and regulations.

Plan and organize programs and promote interest in library services.

Close branch ensuring public safety and proper closing of building.

Use initiative and sound independent judgment within established guidelines.

Deal with irate customers in an effective manner.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

See below.

Training:

- (1) Masters Degree in Library Science from a college or university accredited by the American Library Association, and two years of paid professional library experience, OR
- (2) Bachelor's degree from an accredited college or university with major course work in liberal studies, social science or a related field, supplemented by 18 semester or 28 quarter units of graduate library science education accredited by the American Library Association, and four years of professional library experience
- (3) Bachelor's degree from an accredited college or university with major course work in liberal studies, social science or a related field and three years of paid professional library experience and current enrollment in an ALA accredited MLS Program with 40% coursework completed, OR
- (4) Masters in a subject and three years paid professional experience in a library.

License or Certificate

May need to possess a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk, stand, or walk for long periods of time. Intermittently twist and reach office equipment, and bend and stoop to reach and grasp books and materials off shelves and extend arms above the shoulder to reach materials and supplies. Use telephone, write or use keyboard to communicate through written means; lift up to 20 lbs. and push a 50 lbs. cart. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. There is exposure to outside atmospheric conditions, when visiting outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/05